Diskover Data

Copy, Export & Share

Tags





File search page is the center of the Diskover universe.

Green info bar > validate results # and size, path or query

Search bar > type/paste queries or path > overlay below bar recalls 10 past queries, just click one to relaunch



Hover over almost anything to get snapshot of info.





Select number of line items per page to show in the results pane (10 to 1,000).

To open directory

search page.

Opens results in file

attributes.



Number of pages of results, is directly linked to the number of line items per page.



Toggle on to limit searches to the current path, will remain active until you deselect.



File Action > live view > to access live directory = see items to be indexed during next scan, can copy paths.

C New indices automatically reload every 10 minutes, refresh your browser if it's been idle for a while to access new data.



To save queries > 1. run desired query, 2. select Save in green bar, 3. find under Quick > Saved Queries



Settings > To hide/unhide columns in search results pane, show time in local time zone, etc.

Help > Link to online guides docs.diskoverdata.com

To copy a single path to the clipboard, use Export for options to export or copy several paths at a time.



Export files and/or directories' metadata to your download folder, also copy paths to clipboard.



Share search results with other Diskover users > Search results url, or 2. Search guery/criteria

For manual tagging following your organization's guidelines, multiple tags can be applied per item.

Search Tools & Syntax

Apply tags: select file(s) and/or directory(ies) first > select Tag > select desired tag - see User Guide for recursive application.

Remove tags: like applying tags but in reverse or > Remove all

Search/report on tags: 1. Analytics > Tags, 2. Filters, 3. type # in the search bar, or 4. use field name, ex: tags:delete

For complete details docs.diskoverdata.com/diskover_user_guide/

Basic Rules

- Launching a guery will search all volumes and their directories.
- Most gueries are case insensitive > see User Guide for details.
- Diskover searches for isolated characters, isolators can be spaces, underscores, uppercase aka CamelCase, dashes, etc. Query with jungle:

Would find > The Jungle Book, the jungle book Would not find > thejunglebook, THEJUNGLEBOOK

Note: CamelCase doesn't work with numbers, ex: Season12

Built-In Search Tools

Filters

To apply filters to search results, will remain active until you go back and Clear filters.

Q Quick -

Will search all volumes and directories, save time by using criteria and combine with manual guery.

Search within results

Will search current page only, it's like CTRL/CMD F but better.

Search path non-recursive to list sub-directories/files (one level down only) or recursive (all sub-levels).

Wild Cards

The ** replaces 0 to many characters, use it to expand your results and find non-isolated letters/numbers. Query with:

jungle > would find thejunglebook, _junglebook_ **e*1** > would find e1, ep1, ep01, eps21

The ? replaces a single character, is used for preciseness: Query with shot? > would find isolated shot1, shot9, shots

Operators | are used in between criteria in a query and > this operator is assumed if nothing is used in between 2 criteria, ex: jungle and e*1 or jungle e*1 = same results not > ex: jungle not e*1

or > need to group with parentheses, ex: jungle (e*1 or e*2) mixing operators > ex: jungle (s*1 or s*2) not e*1

Field Names

To search on specific metadata (ex: search for a specific column in a spreadsheet), see User Guide for details, can be case sensitive, ex: type:file, extension:mov, tags:delete

Help

diskoverdata.com/resources for guides, troubleshooting, videos, FAQ, and more.

Incomplete or too many search results are the most common issues, below are most probable causes:

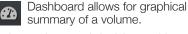
- **Expand your results** with the * or maybe you're overusing it if too many results.
- Active Filters? Filters will remain active until you clear them, therefore affecting all future searches.
- Current Dir activated? Will narrow your searches/results to a certain path, will remain active until you deselect to search all volumes and their directories again.
- Specific index/indices selected? Therefore limiting your searches, select > Indices > check Always use latest indices to search all volumes.
- Using operators (and, not, or) properly? Make sure you are grouping when needed.
- Searching with field names? Can be case sensitive, see User Guide for field names full details.
- Predictive Search selected? If active, the * is automatically used in the background for all searches without typing it, select > Settings > Use predictive search to activate or deactivate.
- Refresh your browser or S Reload to refresh data/indices.

Community Support > https://diskoverworkspace.slack.com/ssb/redirect With Annual Subscription > support@diskoverdata.com or 800-560-5853 (M-F | 8am-5pm PST)

Analytics To open drop-down list for the

File Tree can drill-down from chart, click bars, colors have no meanings.

analytical reports listed below. Instant profiling by size and aging for informed decision making,



III Treemap

Hierarchical display of data, rectangles graphically represents size of files/directories, cleanup candidates, aging, etc.

Heatmap

To compare two indices across two different points in time > red = growth, green = shrinkage, no colors = no changes.

Before launching Heatmap report, you need to select 2 indices > | Indices > deselect Always use latest indices > select one index from Index column > select second index from Index 2 column (same volume or different for backup) > Save selection > Analytics > Heatmap

Smart Searches

Fully customizable reports using any type and number of criteria (customer, project, time, size, etc.) Accessible by all users.

L User Analysis

Snapshot of data utilization by user/group as well as size and cost. Designed for monitoring costs management.

🖶 Cost Analysis

Fully customizable reports using any type and number of criteria. allowing for storage cost analysis and monitoring.